

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE
NO.

430

PAGE
NO. 1

1. Requesting Agency

STATE LAW DEPARTMENT

2. Division or Bureau of Requesting Agency

Attorney General

3. Authorization Requested (Check only one of the squares below).



A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.



B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.



C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

CASE FILES

Size: Legal size

Quantity: 41 legal file drawers, 39 transfiles, 13 record center boxes at State Record Center (transcripts, State Roads Commission check exhibits, habeas corpus closed cases)

Dates: 1916...

File Arrangement: External - By case number and year

Internal - Chronological by date of paper

Index: 3" x 5" card index to names of parties (10 card trays)

The Case Files include Habeas Corpus cases; Motor Vehicle Violation Appeals (1916-1961 - discontinued, now in Dept. of Motor Vehicles); Police Replevins (discontinued); Sheriff's Writs (1916...); Maryland Tax Court Cases (1916-1960, filed separately since 1960); and Estate Cases. Also included are appeals taken to the Maryland Court of Appeals and to the Federal Courts.

When cases are closed, the Case File should be examined to eliminate duplication of papers and other material considered nonrecord (printed and mimeographed material), which papers and material may be destroyed. The balance of this file should then be retired, subject to the recommendations "A" and "B" below. The more important papers usually found in each Case File are as follows:-

Notices of Appeals
Briefs
Transcripts
Correspondence
Official Opinions
Exhibits

Certificates of Service
Mandates
Appearances
Stipulations
Decisions
Memoranda

Recommendation "A" below applies to all cases except Motor Vehicle Violation Appeals, Police Replevins, Sheriff's Writs, and Maryland Tax Court Cases, all of which are subject to Recommendation "B".

(continued)

7. Agency, Division or Bureau Representative

Thomas B. Finian

Signature

Attorney General

Title

May 27, 1965

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

6-9-65

Date

Maurice S. Daboff

Archivist

JUL 17 1965

Date

Ludwig H. Schubert

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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1(cont.)

The State Law Department was established in 1916 (Annotated Code of Maryland, 1957 edition as amended, Art. 32A, Sec. 1). Records are not found prior to that date, as the Attorney Generals operated from their private offices and presumably considered their files as being private papers.

RECOMMENDATION: A. RETAIN IN OFFICE FILE FOR FIVE YEARS AFTER CASE IS CLOSED, THEN REMOVE AND DESTROY BULKY PERS. PAPERS, MICROFILM AND DESTROY ORIGINALS. RETAIN MICROFILM AND CARD INDEX PERMANENTLY.

B. RETAIN FOR TEN YEARS; RETAIN IN OFFICE FOR FIVE YEARS, THEN TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL FIVE YEARS, THEN DESTROY

2

HABEAS CORPUS CLOSED CASES

Size: folded papers

Quantity: 1 record center box

Dates: 1950-1961

File Arr.: Chronological

This record series is composed of memoranda, correspondence copies, and work papers relating to Habeas Corpus proceedings prior to the "post-conviction" decision of the Supreme Court. These papers have no legal or reference value to the operation of the office.

RECOMMENDATION: DESTROY ACCUMULATION.

3

LEGISLATION INDEX

Size: 3" x 5" cards

Quantity: 10 double and 10 single card drawers

Dates: 1955...

File Arr.: External - Chronological

Internal - 1) by subject; 2) by number of article in the Code; 3) by bill number, under the introducing body.

This index is prepared from the first reader bills as received during each session of the General Assembly. The index has reference value during the session as an aid in following legislative action on bills in which the office is interested. It is composed of three separate card series as noted above. The Law Department intends to discontinue this index and substitute some other, not yet determined, system for following current legislation.

RECOMMENDATION: A. RETAIN FOR FIVE YEARS, THEN DESTROY

LEGISLATION INDEX

Size: Legal

(continued)

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4(cont.)	<p>Quantity: 1 file drawer; 7 record center boxes Dates: 1951... File Arr.: By name of area</p> <p>In acquiring land for public projects, excluding roads and highways, the agency mainly concerned submits title search papers to the Law Department for approval. This file includes: Correspondence, Maps and Tracings; Tax Status Reports; Lists of Property Owners and Title Recordations; work Sheets; and Settlement Papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5	<p><u>GENERAL FILE</u></p> <p>Size: Legal Quantity: 54 legal-size file drawers; 4 record center boxes (correspondence at State Record Center) Dates: 1916... File Arr.: External - By subject or by name, with assigned file number.</p> <p>The General File is composed of correspondence, reports and opinions relating to the business of the Department with counties, municipalities, and State agencies, as well as with private persons, organizations and associations, business and industrial firms. Printed and mimeographed material and duplicate copies of original material (of which at least one copy is retained subject to the recommendations below) are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 21, Sec. 179), and may be destroyed as soon as no longer needed by the office. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>Recommendation "A" below applies only to the opinions of the Attorney General, legislation, histories and papers, and papers in preparation of bond issues. All other material in this file, except that designated as nonrecord, is subject to Recommendation "B".</p> <p>RECOMMENDATION: A. RETAIN PERMANENTLY. B. RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	
6	<p><u>INVENTORY CARD FILE</u></p> <p>Form No.: B.R. Inv. 2-53 Size: 5" x 8" cards Quantity: 2 card trays</p>	

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6(cont.)	<p>Dates: Current File Arr.: External, by item Audit: State</p> <p>An inventory of all equipment and furnishings of the Law Department and its several subdivisions is kept on State forms, giving the name of the item and the assigned item number, name of the maker and the maker's number, original order number and the date, name of vendor and date of installation, type, color, size and composition, attachments and number of units, date of payment and source of funds, cost-cash disbursement, trade-in allowance, location of item, and dates of inventory checks, with space for disposition information. The card has space for six annual inventories. A separate inventory is kept on books purchased for the Law Library, giving title, publisher, quantity, price, and date of purchase.</p> <p>RECOMMENDATION: RETAIN UNTIL ITEM IS DISPOSED OF AND FOR THREE YEARS THEREAFTER, OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> <p><u>RECEIPTS FOR BONDS</u></p> <p>Size: 8 1/2" x 11" sheets Quantity: 1 file drawer; 4 bundles Dates: 1946... File Arr.: External - Chronological</p> <p>This file is composed of receipts from the Comptroller for fidelity bonds approved by the State Law Department and deposited with the Comptroller. The receipt gives the date, the name of the principal, the position for which bonded, name of the bonding company, penalty, and term of the bond. The fidelity bonds are renewable annually, and the receipts have little value after renewal.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EXPIRATION OF THE TERM OF THE BOND, THEN DESTROY.</p>	
8	<p><u>"BLUE SKY" LAW REGISTRATIONS</u></p> <p>Size: Legal Quantity: 6 record center boxes Dates: 1960-1962 - <u>Discontinued</u> File Arr.: External - by name of registrant</p> <p>The "Blue Sky" Law, enacted in 1920, required broker-dealers and their agents to file with the Attorney General registration statements under oath. In 1962 this law was repealed by the Maryland Securities Act, which established</p>	(continued)

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8(cont.)	<p>the Division of Securities within the Department of Law, and a Securities Commissioner who became responsible for the registration and regulation of brokers and their agents (Ann. Code of Maryland, 1957 edition as amended, Art. 32A, Secs. 13-44). Such registrations are required to be renewed annually. The recommendation below applies only to registrations retained in the files of the Attorney General.</p> <p>RECOMMENDATION: TRANSFER ACCUMULATION TO THE STATE RECORD CENTER, AND DESTROY THREE YEARS AFTER TRANSFER.</p>																	
9	<p><u>GENERAL LEDGERS, JOURNALS, AND CASH RECEIPT AND DISBURSEMENT JOURNALS</u></p> <p>Quantity: 6 volumes Dates: 1920... File Arr.: Chronological Audit: State</p> <p>The General Ledgers, General Journals and the Cash Receipts and Disbursement Journals are all subject to State audit. The Cash Receipts and Disbursement Journals containing daily entries are more detailed than the Ledgers and should be retained permanently.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>																	
10	<p><u>GENERAL ACCOUNTING RECORDS</u></p> <p>Size: Legal Quantity: 3 legal-size file drawers, 4 record center boxes Dates: 1916... File Arr.: By subject or name, and assigned file number Audit: State</p> <p>This item includes standard accounting forms used by State agencies as supporting data to the final book of entry, although all of the records listed below will not necessarily be found in the accounting records of this office. Specifically, these supporting records are:-</p> <table><tr><th>Form No.</th><th>Comptroller of the Treasury</th></tr><tr><td>E-1-S</td><td>Memorandum of Adjustment</td></tr><tr><td>E-1 & E-1/2</td><td>Distribution of Charges</td></tr><tr><td>DD-1</td><td>Transmittal</td></tr><tr><td>R-2(formerly MR-2)</td><td>Certificate of Deposit</td></tr><tr><td></td><td>Monthly Report of State Funds Collected and Deposited</td></tr><tr><td></td><td>Distribution of Unexpended and Obligated Balances</td></tr><tr><td></td><td>Monthly Statement of Balance</td></tr></table>	Form No.	Comptroller of the Treasury	E-1-S	Memorandum of Adjustment	E-1 & E-1/2	Distribution of Charges	DD-1	Transmittal	R-2(formerly MR-2)	Certificate of Deposit		Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended and Obligated Balances		Monthly Statement of Balance	(continued)
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10(cont)	<p><u>Form No. Purchasing Bureau, (Dept. of Budget & Procurement)</u></p> <p>1-A Requisition for Supplies 47-A Purchase Order 100-16 Out-of-Schedule Requisition for Supplies 39-A & 40-A Stores Requisitions CF-2 & CF-3 Copy of Contract Awarded 27-A Copy of Contract Awarded CF-1 Capital Fund Requisition for Equipment 100/24 Actual Emergency and Repairs Report 26-A Notice of Award of Contract 51 Report of Partial Delivery 52 Credit Memorandum Delivery Invoice</p> <p><u>Budget Bureau (Dept. of Budget & Procurement)</u></p> <p>BB-1, rev. (formerly BB-1 & BB-2) Budget Schedule Amendment B.I. Inv. R101 Report of Fixed Assets (annual) B.I. Inv. R102 Report of Materials and Supplies (annual) B.I. Inv. 6 Materials and Supplies Physical Inventory (annual) Budget Forms #1 thru #11 Budget Estimates, Fiscal Year (13 pages, including farm statement)</p> <p><u>Other Records</u></p> <p>Appearance Fee Reports Refund Reports Sales of Reports of the Attorney General Time Reports Expense Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Canceled Checks Check Stubs</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
11	<p><u>ACCOUNTING RECORDS - HIGH DISCREETARY - RETAIN PROVIDED BY A GENERAL RECORDS DIVISION FOR ALL</u></p> <p><u>Payroll</u> - prior to July 1, 1953 (General Sched. No. G-1, Item 1-a, approved by the Board of Public Works, 1-11-54.)</p>	

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11(cont.)	<p>RECOMMENDATION: AGENCY COPY OF THIS FORM IS TO BE RETAINED FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p> <p><u>Payroll Journal</u> (Gen. Sched. G-2, Item 1-d, approved by B.P.W. 1/11/54)</p> <p>RECOMMENDATION: AGENCY COPY IS TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p> <p><u>Payroll Exceptions, Additions & Deductions</u> (Gen. Sched. G-2, Item 2-b, approved B.P.W. 1/11/54)</p> <p>RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p> <p><u>Pay Warrants</u> (Gen. Sched. No. G-3, Item 3, approved B.P.W. 5/10/54)</p> <p>RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p> <p><u>Receiving Warrants</u> (Gen. Sched. G-4, Item 3, approved by B.P.W. 5/10/54)</p> <p>RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p> <p><u>Transmittal Form E-1 or E-1/2</u> (Comptroller of the Treasury Form) (Gen. Sched. G-5, Item 3, approved by B.P.W. 5/10/54)</p> <p>RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.</p>	